



**REQUEST FOR PROPOSAL
No. 2018-16**

**SIDEWALK PLOW
2018 OR 2019 MODEL YEAR**

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1. Introduction

The Township of Lanark Highlands requires one **(1) Sidewalk Plow 2018 or 2019 Model Year** (fully-equipped as to the specifications outlined in Schedule "A" to this RFP) in 2018. The attached specifications are a guide and any differences to those specifications must be indicated on the form or in the proposal description of the sidewalk plow offered. Failure to meet all specifications as set out in Schedule "A" will not invalidate a proposal, however, preference will be granted to proposals that are best able to achieve the specifications and timeline as stated.

The requirements for responses to this Request for Proposal (RFP) are as described in this document. The Township reserves the right to not accept any proposal and to re-issue this RFP at the sole discretion of the Township.

2. Definitions

As used herein, as well as in all attached forms and schedules, the following definitions shall apply unless otherwise indicated:

- (a) "Contact Person(s)" means that person or those persons identified under Item 7 (d) of the RFP;
- (b) "Equipment" means the Sidewalk Plow and Related Attachments 2018/19 Model Year to be furnished by the successful Proponent pursuant to a purchase order to be issued by the Township on terms to be negotiated;
- (c) "Official Closing Time" means 10:00 AM Local Time, on August 15th, 2018.
- (d) "Proponent" means any individual, contractor, firm, practitioner, company or corporation submitting Proposals in response to the RFP;
- (e) "Proposal" means the offer of a Proponent to furnish commodities or services or equipment in response to the RFP and includes all Forms, Statements and Plans to be furnished in accordance with the Documents to be Included in Proposal (Item 6) below;
- (f) "RFP" means this document and any other document or documents attached hereto (including all forms and schedules) pertaining to, or comprising, an invitation to bid for the furnishing of the commodities and/or services outlined herein and includes any and all addenda that may be subsequently issued by the Township in respect of such invitation to bid;
- (g) "Specifications" means the list of Equipment specifications attached as Schedule "A" hereto;

- (h) "Supplier" means the successful Proponent with whom the Township has negotiated the terms of a commodity supply agreement to be finalized through the issuance of a purchase order (on such agreed terms) by the Township;
- (i) "Township" means the Corporation of the Township of Lanark Highlands;

3. SCHEDULE OF EVENTS

The Request for Proposal process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Township reserves the right to modify any or all dates at its sole discretion.

Deadline for Submission	-	October 2nd, 2018 at 10:00 AM PM RFP
Opening	-	October 2nd, 2018, at 10:15 A.M. Township Municipal Office 75 George St. Lanark
Delivery Date	-	No later than November 15th, 2018

(or Delivery Date that is reasonable and mutually agreed upon as specified / included in the Proposal Submission)

4. SCOPE - "Sidewalk Plow 2018 OR 2019 MODEL YEAR"

The Township of Lanark Highlands invites Proposals from qualified/certified Proponents interested in "Sidewalk Plow 2018 or 2019 Model Year" as listed in the Schedule "A" specifications.

The proposed purchase will be managed by the Public Works Superintendent or Designate. The mandate of Public Works Superintendent or Designate will be to ensure the interests of all parties are addressed through the Request for Proposal process.

Project Management:

Management of the Request for Proposal including development of timelines and ensuring on time delivery of product will be the responsibility of the Proponent retained to complete the Request for Proposal with input and direction from the Public Works Superintendent or Designate as the municipal representative.

The Request for Proposal timelines and delivery date will be a requirement to be included in the Request for Proposal issued by the qualified Proponent for completion of this work.

5. PROPOSAL SUBMISSION PROCESS:

Date and Location for Receiving Proposal Submissions

Proponents are to provide one (1) copy of their Proposal submissions in a sealed package, clearly identified as to contents and addressed to:

Thomas McCarthy, Road Superintendent
Township of Lanark Highlands
75 George St.
Lanark, ON K0G 1K0

Proposal Submissions shall be submitted on the prescribed form, in the sealed package, clearly identifying the document as "**RFP 2018-16 – Sidewalk Plow 2018 or 2019 Model Year**"

Proposals must be received at this location **NO LATER THAN 10:00 A.M. LOCAL TIME on October 2nd, 2018**. Proposals received after the above due date and time will not be considered and will be returned unopened/unread. Fax or electronic submissions will not be accepted.

6. DOCUMENTS TO BE INCLUDED IN PROPOSAL

The following documents shall be included in each Proposal submitted by a Proponent:

(a) Price Submission (Form 1)

The Price Submission in Form 1 to the RFP must be completed, signed, and sealed by an individual authorized to execute binding legal documents on behalf of the Proponent. If more than one corporate entity is involved in a submission, the arrangements between the various entities must be clearly explained by way of attachment to the form.

(b) Acknowledgement and Estoppel (Form 2)

The Acknowledgment and Estoppel in Form 2 to the RFP must be completed, signed, and sealed by an individual authorized to execute binding legal documents on behalf of the Proponent.

(c) Delivery Timetable

A Plan setting out the date and proposed manner of delivery of the Equipment to the Township at the following location:

Township of Lanark Highlands
75 George St.
Lanark, ON K0G 1K0

(d) Warranty Statement

A statement describing in full detail the extent of warranty coverage to be provided by the Supplier in respect of the Equipment and/or any component of the Equipment. Full details of any extended coverage must also be included.

(e) Specifications and Product Brochures

A copy of the Specifications (attached as Schedule "A" to this RFP) shall be included in each Proposal. The Specifications sheet is presented in the form of a checklist to which Proponents must complete the required information (either "Yes" or "No" or other information as requested). A copy of all available product brochures and other promotional material in connection with the Equipment or any component thereof must also accompany the Proposal.

7. SUBMISSION OF PROPOSALS

The Proponent understands that by signing the Proposal Submission Forms and by offering submission to this Request for Proposal that they agree to all terms and conditions as they appear in the RFP, and that they confirm the following:

- The Proponent has carefully examined the specifications and RFP forms obtained from the Municipal Office, 75 George St., Lanark, Ontario.
- Signature(s) from person(s) authorized to sign on behalf of the Proponent and agree that by signing said submission you are certifying that you understand and agree to the term(s) of Contract and specifications.
- That the Proponent understands and accepts the said conditions and specifications, and for the prices set forth in this Proposal Submission, hereby offers to furnish the Sidewalk Plow, as specified.
- That the Proponent agrees to deliver the completed Sidewalk Plow 2018/19 Model Year on or before November 15th, 2018, in strict accordance with said conditions and specifications. **(or Delivery**

Date that is reasonable and mutually agreed upon as specified / included in the Proposal Submission)

- That the Proponent understands and accepts to furnish the Township with further/extra details that may assist in the evaluation of each submission.
- (a) The submission shall include as a minimum:
- The Contact information for the Proponent.
 - An e-mail address, fax number and mailing address that responses are to be sent to.
 - Form 1 – Price Submission, the maximum fee for the purchase, including a detailed itemized list on what this total fee is based on.
 - Form 2 – Acknowledgement and Estoppel
 - Schedule “A” Completed in full and included with the Submission Forms
- (b) The Specifications provided on Schedule “A” are intended to limit submissions but rather provide a framework for the Township to evaluate each proposal and determine which submission addresses the Township’s requirements. Therefore, Proponent(s) are encouraged to provide any additional information or innovative ideas, solutions and/or services not specifically outlined in the content of this document. All qualifying submissions will be evaluated by the Public Works Superintendent and Public Works Foreman based on the scoring system listed in Item 8(c) Evaluation Criteria, and a recommendation will be provided to the Chief Administrative Officer for awarding a Contract, subject to budget constraints.
- (c) All questions related to the Request for Proposal shall be faxed to 613-259-2291 or emailed to tmccarthy@lanarkhighlands.ca attention Thomas McCarthy, C.E.T., Public Works Superintendent. Responses will be sent and shared with all Proponents, by e-mail or fax, in a timely manner.
- (d) Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days following the deadline for receipt of proposals.

8. ACCEPTANCE OR REJECTION OF RFP SUBMISSIONS

(a) Township’s Rights

The Township reserves the right to accept or reject any or all Proposal Submissions, for any reason whatsoever, and to accept or reject any Proposal Submission, if considered best for the interest of the Township. Lowest or any Proposal Submission may not necessarily be accepted.

The Township reserves the right to cancel the Request for Proposal at any time up to the notification of Award. The Township will not be liable for any payments to subcontractors.

The Township reserves the right to re-issue an amended Request for Proposal to the qualified Proponent(s) that submitted a Proposal Submission.

(b) Not a Tender Call

It is mutually understood, acknowledged and agreed that this procurement process is a Request for Proposal and NOT a Call for Tender. Accordingly, The Township shall not be obligated in any manner to any Proponent whatsoever until a written Purchase Order has been duly executed by the Township relating to an accepted Proposal.

(c) Evaluation Criteria

The intent of the RFP is to procure for the Township the Equipment that best suits the needs of the Township. Accordingly, the Township reserves the right to accept the Proposal which, in its sole opinion, is deemed most advantageous to the Township. To this end the evaluation process will consist (in addition to the overall discretionary powers reserved above) of consideration being given to ability to deliver, price, quality of products and services offered, performance, enhancement to minimum specifications, Proponent's qualifications and reliability. Without limiting the generality of the foregoing, specific consideration will also be given to the following criteria: (a) proximity of the installation facility to the Township; (b) the ability of the installation facility to provide a National Safety Mark on its products; (c) location of parts and service facilities; and (d) compatibility of the Equipment and its components with existing units.

The following scoring system will be used to evaluate each accepted proposal.

	Weight
1. Cost Assessment	
Total all-inclusive cost	
Cost of options and attachments	60%
Warranties	
2. Field Review	
References – review of customer satisfaction.	10%
Previous experience with the Township	
3. Submission of Requested Proposal Content	
Provide comprehensive submissions as per Schedule "A"	
Specification review/comparison	15%
4. <u>Proposed Delivery Time Table.</u>	15%
Total Score	100%

(d) Contract Negotiations

The successful Proponent and the Township will negotiate in good faith the final terms of a Contract based on the Proponent's Proposal. The contents of the selected Proposal (subject to amendment due to negotiations) together with the RFP and any formal questions and answers disseminated during the Proposal process will be incorporated with and made a part of the final negotiated supply contract as developed by the parties. Successful negotiations will result in the execution of a supply contract (in the form of a Purchase Order issued by the Township), subject to final approval.

9. CONTRACT

The Contract shall be in the form of a Purchase Order for the specified and /or agreed upon "Sidewalk Plow 2018/19 Model Year" which will include the Proponent's total price amount of the Proposal Submission and any negotiated additions or omissions. The Township will prepare the Purchase Order. The Township will not accept a Contract document prepared by the Proponent or a third party.

Failure to execute the contract (Purchase Order) and to file all documentation, as required herein, within ten (10) days of receiving the Purchase Order shall be just cause for the cancellation of the contract. The Township shall then have the right to award the contract to any other Proponent or re-issue the request for proposal.

10. CONFIDENTIALITY

The Proposal Submission must not be restricted by any statement, covering letter or alteration by the Proponent(s) in respect of confidential or proprietary information. The Township will treat all Proposal Submissions as confidential. The Township will comply with the Municipal Freedom of Information and Protection of Privacy Act, and its retention by-laws pursuant to the Municipal Act, in respect of all Proposal Submission documents.

All public reports approved by the Council of the Corporation of the Township of Lanark Highlands will become public information. Such public reports will not include Proposal Submission documents but shall include the total amount of the Price Submission.

The Township will not return or destroy all copies of any successful Proposal Submission. All unsuccessful Proposals will be destroyed in accordance with the Township of Lanark Highlands Records Retention By-Law.

11. ERRORS AND OMISSIONS

The Township shall not be held liable for any errors or omissions in any part of this Request for Proposal. While the Township has used considerable effort to ensure an accurate representation of information in this Request for Proposal, the information contained in the Request for Proposal is supplied solely as a guideline for Proponent(s). The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. It is the responsibility of the Proponent(s) to check that the information provided is correct and that they have all information required to submit an accurate submission with any changes necessary.

12. LEGISLATIVE AND LICENSING REQUIREMENTS

All Proponent(s) and proposal submissions must comply with any law, including all legislation and regulations, which may be applicable to the services provided subsequent to the request for proposal.

The successful Proponent shall, as a condition of the contract, be required to comply with the applicable laws of the Province of Ontario and Canada, including but not limited to the:

- The Occupational Health and Safety Act (Ontario)
- Ontario Human Rights Code
- Pay Equity Act (Ontario)
- & any and all other legislation as laid out in the attached schedules

The Proponent shall work in compliance with all health and safety regulations to include, but not be limited to, the utilization of proper protective clothing / equipment and ensure that all equipment is kept up to safe operating standards at all times. The Proponent acknowledges its obligations under the *Occupational Health and Safety Act*, and the Township's safety policy.

Any agreement that results from this request for proposal will be subject to the laws of the Province of Ontario and Canada.

All Procurement activities on behalf of the Corporation of the Township of Lanark Highlands shall be undertaken in compliance with Section 13 of the Ontarians with Disabilities Act, 2001 S.O. 2001, Chap. 32, and the Accessibility for Ontarians with Disabilities Act, 2005 and all related regulations requiring regard to accessibility for persons with disabilities to the Goods or Services.

All Proponent(s) are required to acknowledge their obligations under the Accessibility for Ontarians with Disabilities Act, 2005, (AODA) and its regulations and evidence of compliance satisfactory to the Authorized Person in his or her sole discretion, prior to the commencement of a project. The addition of this clause is required for compliance with the AODA, 2005.

13. INCURRED COSTS

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent prior or subsequent to or by reason of the acceptance or non-acceptance by the Township of any Proposal Submission or by reason of any delay in the acceptance of a Proposal Submission.

The Township shall not be held liable for any portion of any agreement that Proponent(s) have entered into with subcontractors and/or suppliers in relation to this request for proposal or subsequent contract. The Proponent(s) shall be liable for any and all supervision, adherence to legislation, terms and conditions of the request for proposal, terms and conditions of contract, payments, and litigation arising from their arrangement with a subcontractor or supplier

When/if damage is caused to Township or Private Property and/or equipment, by the Proponent it is the responsibility of the Proponent to notify the appropriate Township authority immediately of the damage so that it can be inspected. The Proponent shall then be responsible to repair (or make arrangements for repair) the damage as specified by the appropriate Township authority and within a timely manner, so as not to cause interruptions of Township services. All costs associated with repair will be the responsibility of the Proponent.

14. TERMS OF PAYMENT

Payment will be made in response to an invoice itemized in accordance with the Purchase Order. Invoice(s) shall be based on the Equipment delivered as described in the scope of the project. The Equipment must meet the minimum requirements and /specifications and be inspected by the Public Works Superintendent or Designate and completed to the Township's satisfaction. The Product shall be delivered on or before November 15th, 2018.

Each day over the mutually agreed date of delivery shall result in a one hundred and fifty dollar (\$150.00) reduction to payment per day in default.

Failure to meet the above deadlines and/or requirements and specifications will result in non-payment.

FORM 1

PRICE SUBMISSION

In accordance with the terms and conditions of the RFP, the undersigned (the "Proponent") hereby offers to provide the Equipment to the Township at the following price:

ONE (1) NEW 2018 or 2019 SIDEWALK PLOW

Make _____

Model _____

Price of base unit as per specifications \$ _____

Sub Total \$ _____

Plus H.S.T. \$ _____

TOTAL RFP price \$ _____

Proponent's HST Registration No. _____

Proponents specifically acknowledge and confirm the following requirements as noted within the Specifications:

1. Units shall be supplied only with plows standard or advertised optional engine. Plows with non-advertised or altered engine horsepower settings will not be

accepted. Only currently advertised and factory approved engine and drive train combinations are acceptable;

2. This specification lists only the major details of the unit; therefore it is the Supplier's responsibility to deliver a fully equipped vehicle with compatible components to provide dependable efficient service;
3. The supplier shall include a provision for a demonstration of the new sidewalk plow on delivery to the municipal yard. Demonstration to include overview of equipment maintenance activity and the operation of all operable features of the unit;
4. Supplier must be an authorized agent for the manufacturer in respect of sales, parts and warranty support for the Equipment and all components thereof;
5. Supplier shall furnish complete shop manuals, parts books and operations manuals for the Equipment and all applicable components thereof;
6. Supplier will provide a price for each of the optional attachments. The options will be at the discretion of the Township to accept or reject;
7. Specified delivery date of completed Equipment to the Township of Lanark Highlands, 75 George St. Lanark, Ontario, 2018.

Name of Proponent

Mailing Address

Telephone Number

Fax Number

Email for Proponent

Name of person authorized to
Sign for the Proponent

Signature of Authorized Person

Date of Signature

, 2018

Witness or Proponent's Seal

**FORM 2
ACKNOWLEDGMENT AND ESTOPPEL**

THIS ACKNOWLEDGMENT AND ESTOPPEL dated this _____ day of _____, 2018, by _____
(hereinafter called the "Proponent") in favour of

The Corporation of the Township of Lanark Highlands (hereinafter called the "Township")

WHEREAS the Township has issued a Request for Proposal for the supply of certain Equipment (hereinafter called the "RFP");

AND WHEREAS the Proponent has submitted a Proposal to the Township;

NOW THEREFORE in consideration of the Township's review and consideration of the Proponent's Proposal:

1. The Proponent acknowledges the unique nature and character of the RFP as more particularly set out in the RFP documents to which this Acknowledgement and Estoppel is attached. Without limiting the foregoing, the Proponent specifically acknowledges and agrees that:
 - (a) This is a request for proposals and not a Tender call;
 - (b) The lowest, or in fact, any proposal will not necessarily be selected for further negotiation;
 - (c) In the event that a Proposal is selected, the Township will negotiate with the Proponent that presented the most attractive Proposal to the Township; and
 - (d) The Township shall not be obligated in any manner to any Proponent whatsoever until a written Purchase Order has been duly executed by the Township relating to an approved Proposal.

2. The Proponent waives any right to make any claim of any kind whatsoever against the Township for any liabilities, costs, expenses, losses or damages, whether actual or anticipated, that may be incurred, sustained or suffered by the Proponent prior or subsequent to or by reason of the Proponent's preparation or submission of a Proposal in response to the RFP, or the selection or rejection by the Township of the Proponent's Proposal or any other Proposal, or any components thereof.

IN WITNESS WHEREOF an authorized officer of the Proponent has signed, sealed and delivered this Acknowledgment and Estoppel.

Name: _____ Title: _____

Signature: _____ Date: _____

"I HAVE AUTHORITY TO BIND"

SCHEDULE "A"

Specification	YES	NO	Specify Differences (or Include Spec Sheet with Bid)
<p>Engine:</p> <ul style="list-style-type: none"> • Perkins 404F-22T, Turbo Charged 60 Hp (44.7 kW) @ 2800 rpm • Liquid Cooled, 4 stroke, Indirect Fuel Injected, Diesel, 4 cyl., 135 in³ (2.2 L) • Tier 4 Final, Emission Control System = High efficiency DOC / DPF • 12V, 95 Ah Battery, 85A Alternator, Battery Disconnect Switch with removable Key included • 17.2 US gal (65 L) Capacity Diesel Fuel Tank. Fuel/Water Separator supplied. • 50 /50 Mix of Coolant rated to -34.6 F (-37 C) 			
<p>Cab:</p> <ul style="list-style-type: none"> • Adjustable Cloth Seat (horizontal, back rest, seat height & operator weight), adjustable arm rests, spring suspension and seat belt. • Vibration insulated cab with right and left entry doors. • Foldable rearview mirrors, right and left • 2 front headlights, 4 working lights (2 front, 2 rear), rotating beacon, backup alarm • Heat with defroster vents, Air Conditioning, adjustable temperature and fan speed • Wiper & Washer on front window , Wiper on rear window 			
<p>Indicators and Gauges:</p> <ul style="list-style-type: none"> • Indicators: Engine Oil Pressure fault, Coolant Over-Temp, Low Battery Charge, Hydraulic Oil Filter restriction, Hydraulic over temperature, Air Filter Restriction 			

<ul style="list-style-type: none"> • Digital Gauges or Numerical display: Fuel Level, Engine Coolant Temp., Hour Meter, Hydraulic Oil Temperature , Engine Speed 			
<p>Performance:</p> <ul style="list-style-type: none"> • Maximum Pin Height 126" (3203 mm) • Overhead Loading Height 114" (2885 mm) • Rollback angle at Max Height 56° • Tip Load Straight /Fully Articulated- Bucket..... 5002 / 4184 lbs. (2269 / 1900 kg) • Tip Load Straight /Fully Articulated - Pallet Forks 4206 / 3538 lbs. (1908 / 1605 kg) • Lifting Force 4,292 lbf (1909 daN) • Breakout Force 9,597 lbf (4269 daN) • Scraping Depth 5" (128 mm) • Articulation Angle 45° • Oscillation Angle ±12° • Turning Radius 72" (5985 mm) • Ground Clearance 11 in. (275 mm) • Operating pressure for working hydraulics 3046 psi (210 bar) • Operating pressure for travel hydraulics 6527 psi (450 bar) 			

<p>Hydraulics:</p> <ul style="list-style-type: none"> • 9.25 gal (35 L) Hydraulic Reservoir has fluid level site glass, air breather with filter, and a valve to drain condensation water. A Hydraulic Oil Cooler is included. • High Flow: 4 Pumps: Variable displacement + 2 Auxiliary gear pumps + 1 Rear Hydraulics gear pump: Total flow = 55.2 gpm (209.2 lpm) Individual Pumps = 20.7 gpm + 14.8 gpm + 11.8 gpm + 7.9 gpm 78.4 lpm + 56 lpm + 44.8 lpm + 30 lpm • Variable Displacement pump is close circuit over-center, incorporating an engine speed dependent control influenced by pump drive speed and system pressure. • An inch-brake is provided which has its effect on machine speed regulation by precisely slowing down the machine to a standstill at any engine speed allowing full engine power to the operating hydraulics. • Joystick provides hydraulic pilot oil to raise/lower loader arm and roll in/roll out attachment. • System must allow loader unit to be lowered when engine is stopped. • End Positon Cushioning technology on operating cylinders. • Auxiliary and rear hydraulic lines have flat face couplers (must have 2 directions of motion) • Direct-to-Tank Auxiliary return line for attachments requiring a return without pressure connection. 			
<p>Construction:</p> <ul style="list-style-type: none"> • Cab meets ROPS, FOPS requirements. • Permissible axle load per axel 6,063 lbs (2750 kg) • Two load arm lift cylinders to optimize weight distribution 			

<ul style="list-style-type: none"> • Hinge Points are Steel Pin and Steel Bushing design that can be greased. • Powder Coated Paint on machine frame in standard factory colors 			
<p>Drive System:</p> <ul style="list-style-type: none"> • Switch selectable 2-Speed Transmission, 0-4.35 / 0-12.4 mph (0-7 / 0-20 kph). • Engine speed adjusted with foot operated accelerator pedal. • Manual Speed Control and Manual Throttle Control levers. Throttle position can be temporarily increased with accelerator pedal and is reset with change in direction. • An inch-brake allows machine to be slowed down to a standstill at any engine speed allowing full engine power to the operating hydraulics. • Axial Piston Drive Motor providing hydrostatic automotive style 4 wheel drive. • 100% on demand differential lock for both the front and rear axles. Differentials must be activated by the operator using the differential lock button on the operating joystick. Winter tread tires, 10-16.5, 8PR • Oscillating articulation is insured by means of double-acting steering cylinders. 			
<p>Attachments:</p> <ul style="list-style-type: none"> • Universal style hydraulic skid steer quick hitch. • Faster™ block with flat faced connectors provides one-step hydraulic decompression of auxiliary lines through manual depression of the couplers. • 14 pin electric auxiliary connection standard. 			

<ul style="list-style-type: none"> • Hydraulic attachment pin locking/unlocking. Actuation is done from inside the operator counsel. • Automatic rear trailer coupling is included. • Articulating Front Plow • Drop Sander with at least 1/3 Yard Capacity 			
<p>Serviceability:</p> <ul style="list-style-type: none"> • Side Tilting Cab with removal of 2 bolts allows easy access to items below the cab. • Engine equipped with a two stage air filter with a filter indicator. • Engine Compartment Cover opens 90 degrees for Full access to critical components 			
<p>Warranty:</p> <ul style="list-style-type: none"> • Manufacturers standard full warranty must be no less than 2 years or 2000 hours. 			

<p>Signature of Bidder: _____</p> <p>Date Signed: _____</p>

List three municipalities in Ontario that have purchased similar Equipment in the last 2 years

1. _____

2. _____

3. _____

List location of "Manufacturers" Parts

Warehouse _____

Distance from Township's Office in Lanark, ON to nearest fixed support location.

KM's _____

Specify location _____

Date Signed

Signature of Authorized Person

Name of Firm

Position in Firm